

H & M Letter of Recommendation Request.
(You must have a paragraph response to A, B, C)



Dear Mr. Bradley,
From; (Insert Your Name Here)
Re; Student Recommendation Letter

Hello Mr. Bradley. Thank you for being a science teacher and letting me participate in your course(s). I am applying for a specific program and need a letter of recommendation to complete the process. Would you feel comfortable writing a letter of recommendation for me?

Thank you. I have taken the liberty of typing up a ONE-paragraph response for each of the following questions. I know that in order for you to write me a letter of recommendation that these must be completed and handed into you. I look forward to receiving your letter of recommendation by _____ (see directions below on fax/stamp/pickup).

I participated in your science courses (list them). _____

My recommendation letter is needed for the following, specific
school/person/program. _____

- A. My personal strengths are..... with reasons given.
- B. My science class participation strengths are (ex. Citizenship, Teamwork, Communication, etc), and these are the reasons why.
- C. My science content strengths in your courses are (ex. DNA Gel Electrophoresis of the obesity gene lab, or Disintegration of a Polysaccharide with Protein Inclusions lab), and these are the reasons why.

Directions to Mr. Bradley;

_____ Is this to be mailed?

_____ If so is the envelope included with stamp and address?

_____ Is this to be faxed?

_____ If so is the fax number listed?

_____ Is this to be picked up?

_____ Is this confidential?